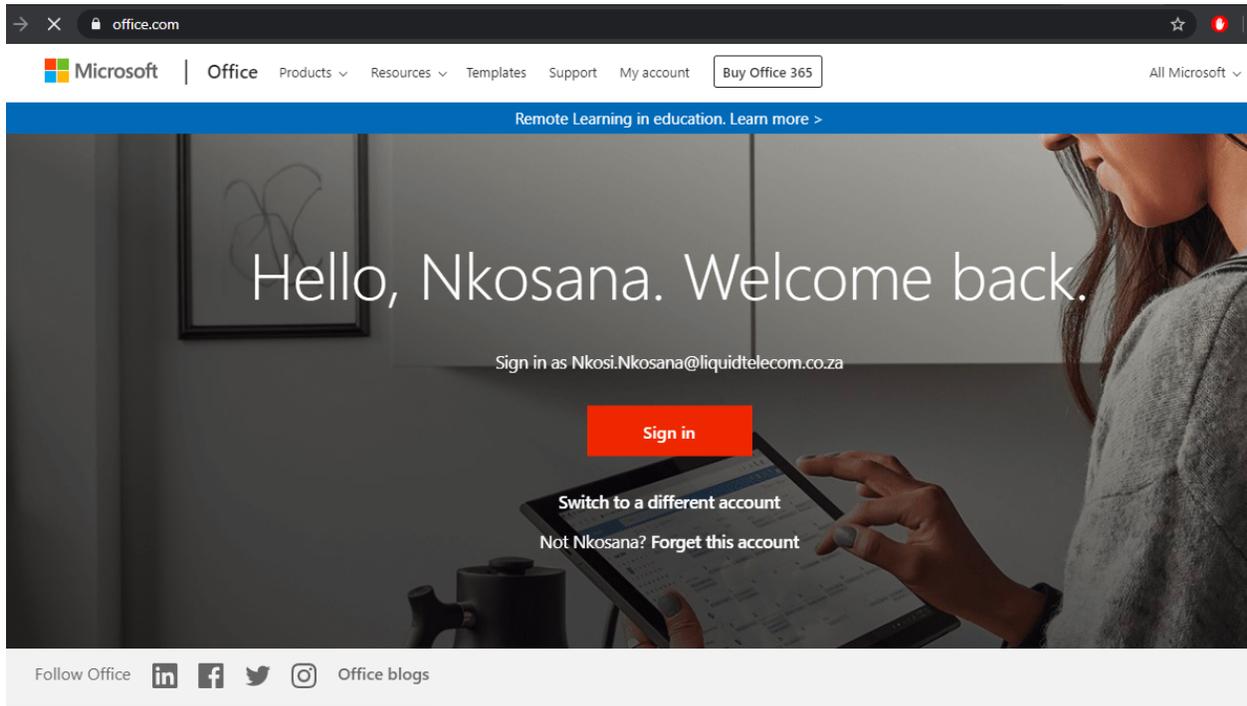


# Office 365 Admin Starter Guide

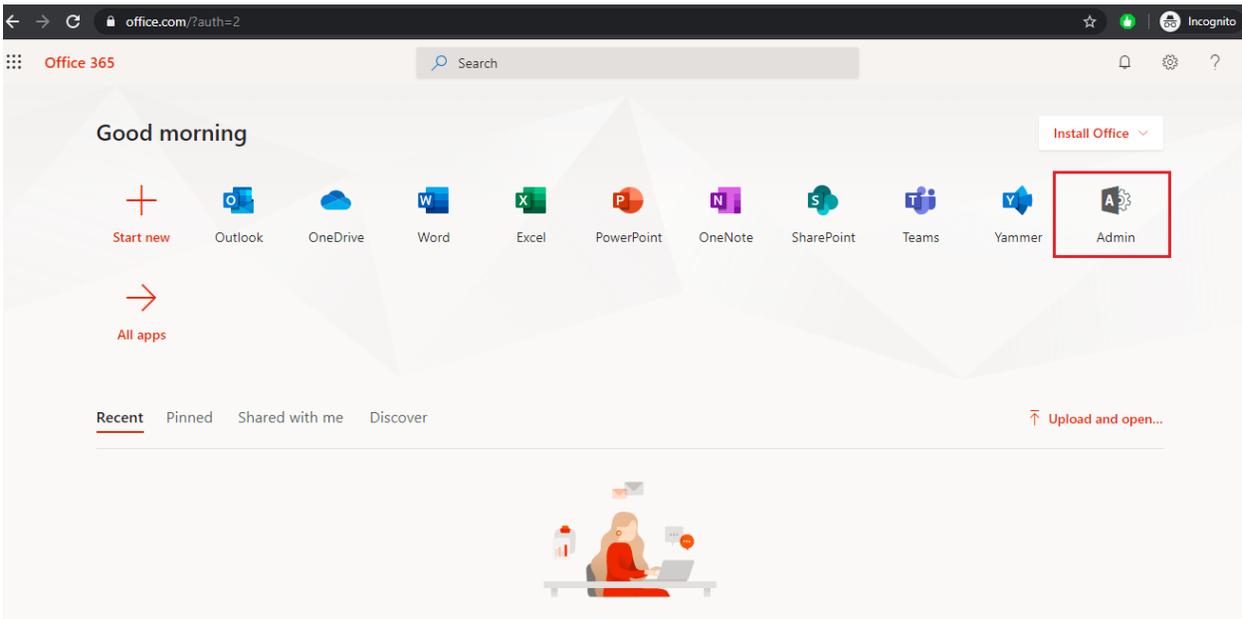


## Login

1. Login from <https://login.microsoftonline.com/>. Enter admin login and password.

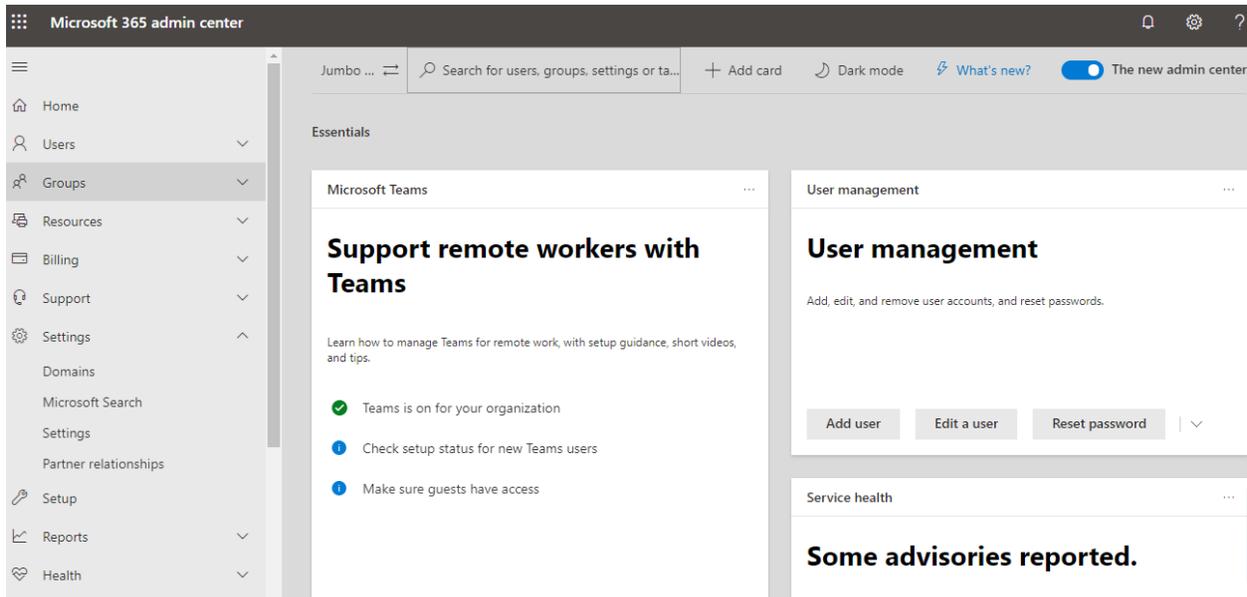


2. From the Home page, select Admin.

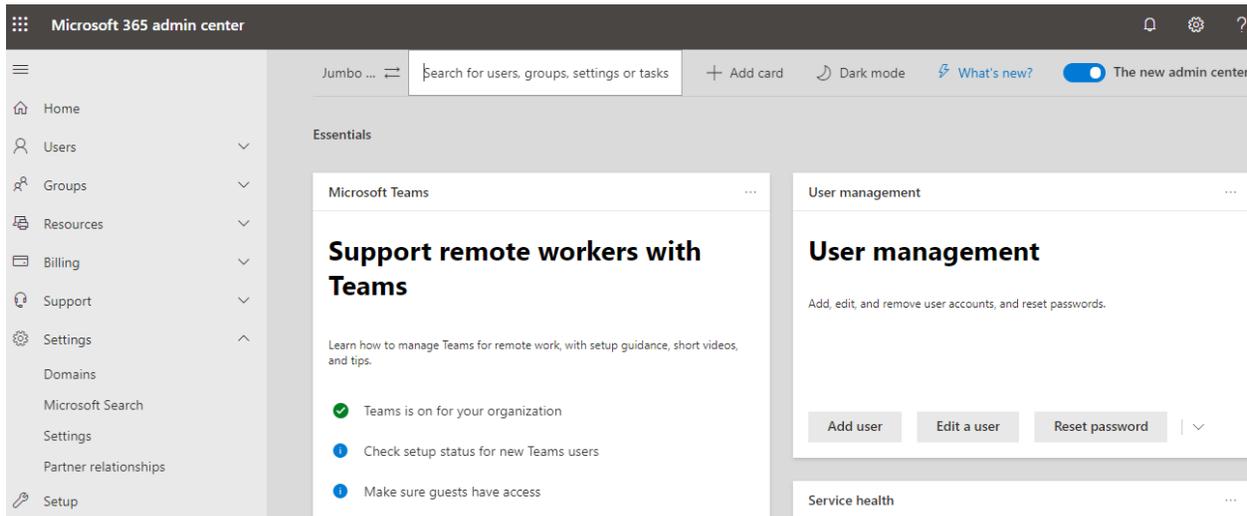


## Manage Domain

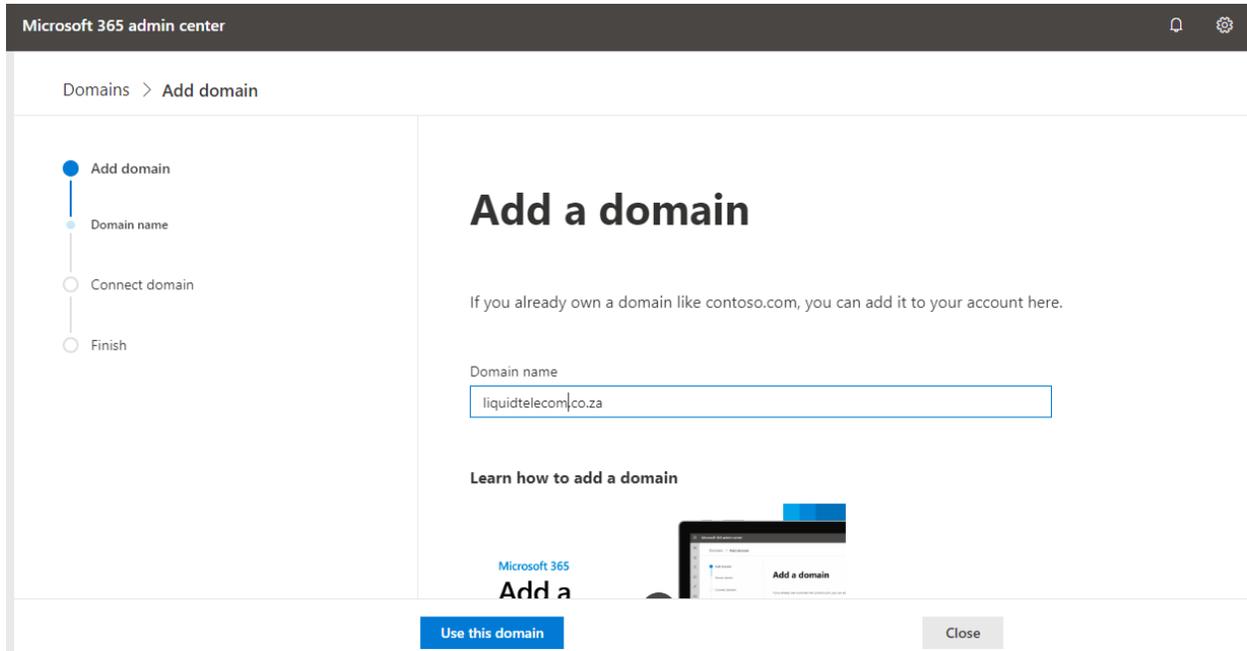
- From the Office 365 Admin Centre, click Setup and select Domains for your website and your email.



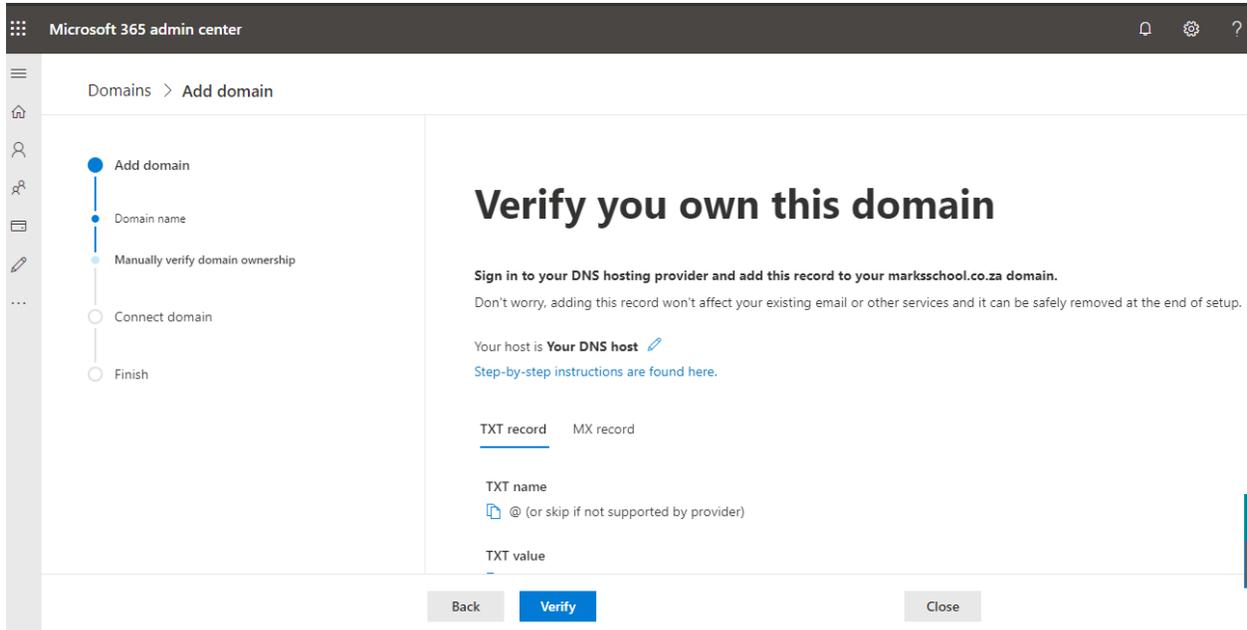
Or alternatively, select Search and type domains.



4. Enter your domain name and click Next.



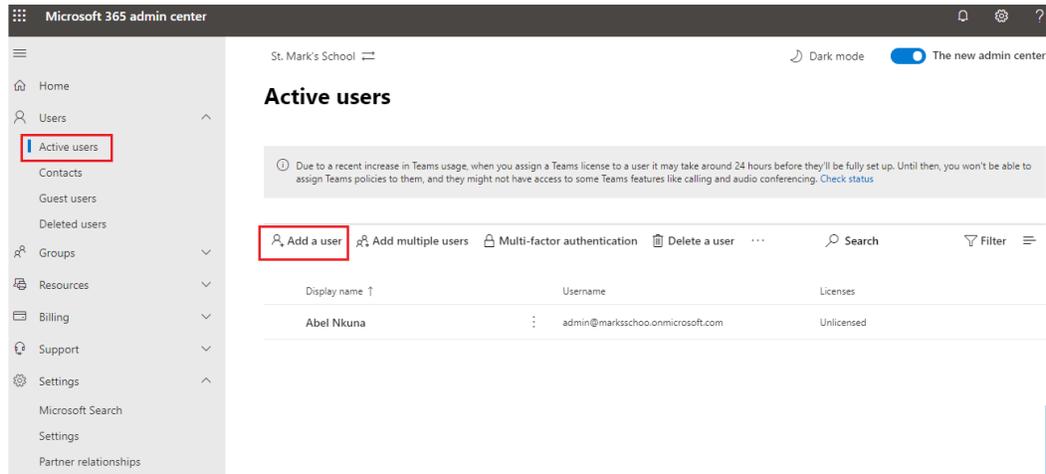
5. To validate that you own the domain name, update the TXT or CNAME record from your DNS portal. If you currently do not have access to change your own domain name, coordinate with your DNS provider and provide the details below for them to update. Once done, click Okay, I've added the record.



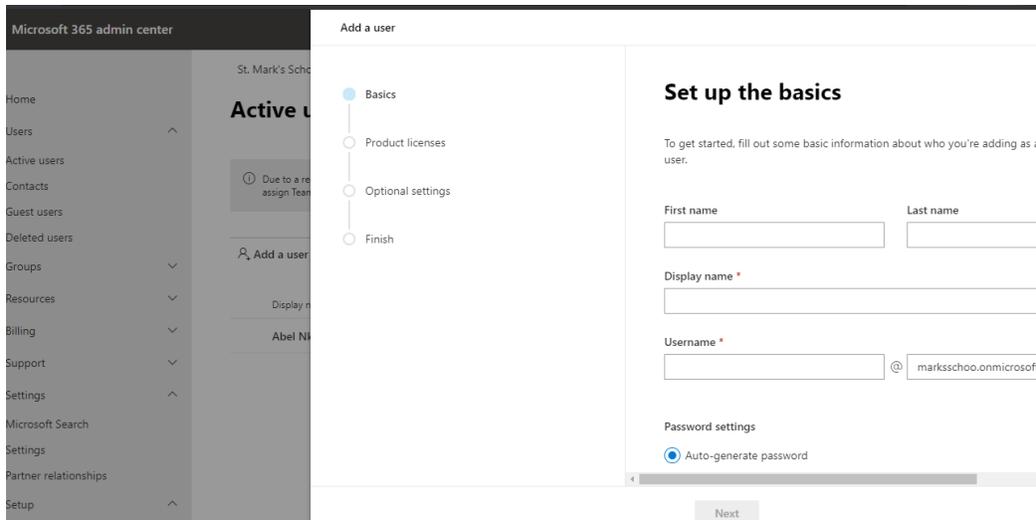
6. The system will verify that the TXT/CNAME record has been updated. Click Next.

## Add Users

7. This page will enable customer to add users. Note that the email address already reflects the domain name customer just setup.

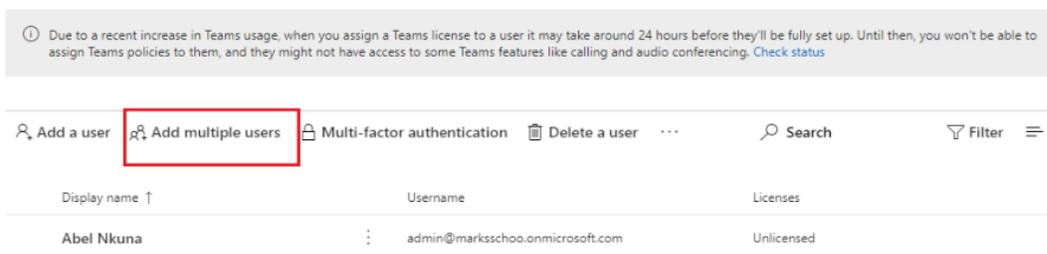


If you have purchased more than 1 basic pack, you can select which Basic Pack this user should be assigned from the list and click save. Customer can select No license if they just want to create the users first and choose to assign the licenses later.



Also, you have the option to create bulk users or just add one by one.

## Active users



Once done, click Add these users.

## Assign License

8. If in an earlier stage where you did not assign the user to any of the Office 365 license, you can go back to see all the active users from the Office 365 admin centre. Select the user, click edit under License and Apps.

**Active users**

Due to a recent increase in Teams usage, when you assign a Teams license to a user, you must also assign Teams policies to them, and they might not have access to some features.

Add a user Refresh Delete user Reset password

Display name ↑ Abel Nkuna

**Abel Nkuna**  
Sign in allowed

Account Devices **Licenses and Apps** Mail OneDrive

Username: admin@marksschoo.onmicrosoft.com  
Groups: St. Mark's School

Roles: Global administrator

Contact information: Display Name: Abel Nkuna, First Name: Abel

9. Select the plan with available license and click save.

**Active users**

Due to a recent increase in Teams usage, when you assign a Teams license to a user, you must also assign Teams policies to them, and they might not have access to some features.

Add a user Refresh Delete user Reset password

Display name ↑ Abel Nkuna

**Abel Nkuna**  
Sign in allowed

Account Devices Licenses and Apps Mail OneDrive

Select location \*  
South Africa

Licenses (0)

Office 365 E1  
3000 of 3000 licenses available